



CITY OF HOUSTON

Job Posting

OC

Applications accepted from: All PERSONS INTERESTED

Job Classification Web Designer
Posting Number PN# 106939
Department Library
Division Information Technology
Section Houston Area Library Automated Network (HALAN)
Reporting Location 500 McKinney
Workdays & Hours M-F, 8-5*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

As a member of the HALAN team, develops, manages, supports and maintains the web services of the integrated library system. Develops and manages multiple online catalog interfaces through the integrated library system, including interfaces for all eight HALAN member libraries, as well as, interfaces for children and Spanish-speaking users. Implements and manages database-driven web services offered through the integrated library system. Responsible for setup and maintenance of licensed databases offered through the Web. Assists the HALAN Database Administrators in the implementation and management of new technologies that are integrated with the Web. Responsible for the management of the HALAN website and HALAN intranet. Develops strong vendor relationships. Performs other duties or assists with special projects as needed.

WORKING CONDITIONS

Must be able to relate well to people in a training situation; good written and verbal communications skills. Must be able to use a computer to access/input information, install and maintain computer hardware and software. Must be able to move freely throughout all locations. Position requires stooping, bending and lifting up to 20 pounds. Extensive travel may be required on an ongoing basis. May require evenings and/or weekends and occasional holidays.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Graphic Arts Technology, Computer Information Technology or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three years of experience in developing, designing and building web pages or a website for an organization are required.
A Bachelor's degree in Computer Science, Information Science or a closely related field and one year of related experience may be substituted for the above education and experience requirement.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Prefer Bachelor's or Master's degree in a related field, such as, Computer Science, Communication or Library and Information Science and knowledge of standard web design tools and languages such as html, cascading styles sheet (CSS), RSS, and JavaScript. Understanding of library policies and procedures as it relates to patron access services. Knowledge of circulation and cataloging. Knowledge of Linux, Perl, MySQL and general computer programming and data structures.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21
\$1,211 – 1,660 Biweekly \$31,486 – 43,160 Annually

OPENING DATE

September 28, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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